

NOTICE TO BIDDERS

INVITATION TO SUBMIT A CLEANING PROPOSAL

(For work to begin January 1, 2013 and commencing until December 31, 2015)

The Clerk of the Township of Georgetown will receive proposals for the cleaning of the Township's Office until bid opening and reading time, which is 10:30 A.M., Friday, November 9, 2012, at their mailing address, which is PO Box 769, Jenison, Michigan, 49429-0769 or at the Township Office at 1515 Baldwin St., Jenison.

Bid requirements, specifications as included in the contracts, and the proposal forms are attached. If you have any questions regarding the specifications, contact Kelly Cavanaugh, at 457-2340 ext. 243.

All proposals are to be in sealed envelopes and plainly marked

"PROPOSAL FOR CLEANING."

NOTICE TO BIDDERS

In addition to review of all information set forth in the complete bid document, your particular attention is directed to the following provisions:

Submission and Receipt of Bids:

Proposals, to receive consideration, must be received **PRIOR TO THE SPECIFIED TIME OF OPENING and reading as designated in the invitation.**

BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED BY THE TOWNSHIP AS NONE OTHER WILL BE ACCEPTED.

PROPOSAL FORMS MUST BE RETURNED INTACT.

Specifications and plans referred to in this bid document by reference only need not be returned with the bid; however, no excision of material physically incorporated in the bid document will be permitted.

All proposals are to be in sealed envelopes and plainly marked:

"PROPOSAL FOR CLEANING."

Proposals shall be typewritten or written in ink. Proposals shall be submitted for each twelve month period of 2013, 2014 and 2015 of the contract.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

Proposals are to be delivered to the Office of the Township Clerk, 1515 Baldwin Street, Jenison, or mailed to PO Box 769, Jenison, MI 49429-0769.

GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS

1. **APPLICABLE LAWS:** The revised code of the State of Michigan, Charter of the Township of Georgetown, and all township ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.
2. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document and the attached contract.
3. **BID INFORMALITIES AND REJECTION:** The Township reserves the right to waive informalities not inconsistent with law or to reject any or all bids as it deems for its best interests.
4. **AWARD:** Unless otherwise specified in the Bid Document, the Township reserves the right to accept any item in the bid. As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary.
5. **BIDDER'S SIGNATURE:** Each proposal must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith-Jones Company, by John Jones, a partner."

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

6. **SUBMISSION AND RECEIPT OF BIDS:**

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) **BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED BY THE TOWNSHIP AS NONE OTHER WILL BE ACCEPTED. PROPOSAL FORMS MUST BE RETURNED INTACT. REMOVAL OF ANY PART THEREOF WILL INVALIDATE THE BID.**
- c) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- d) Proposals shall be typewritten or written in ink.
- e) Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
- f) Proposals should be delivered to the Office of the Clerk, 1515 Baldwin Street, Jenison, or mailed to PO Box 769, Jenison, MI 49429-0769.

7. **INTERPRETATION OF BID DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Township. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the office of the Clerk. It shall be the responsibility of all bidders to contact the Clerk for copies of each interpretation and all bidders shall be bound by such interpretations whether or not received by the bidders.

8. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Office of the Clerk.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the Clerk.

SPECIFICATIONS FOR THE CLEANING OF THE BUILDING

I. General Specifications

- A. All proposals shall be submitted on the form provided herein.
- B. To view the buildings, contact the following individuals to set up appointments:

Kelly Cavanaugh, Planning and Zoning Officer at 616-457-2340 ext. 221.
- C. All prices submitted shall be firm for acceptance for 45 days from proposal submission date stated herein. Successful bidder's accepted proposal prices shall be firm for work performed within three years from date of contract execution.
- D. The successful bidder shall be required to enter into a three year contract with the Township of Georgetown. The Township may terminate the contract at any time by providing the Contractor with 5 days written notice of termination. The Township reserves the right to terminate the Contractor's cleaning service at the building serviced by the Contractor.
- E. All proposals are to be submitted to the Clerk's Office, at 1515 Baldwin Street, PO Box 769, Jenison, Michigan 49429, **by 10:30 A.M., Friday, November 9, 2012**, in a sealed envelope plainly marked **"PROPOSAL FOR CLEANING."**
- F. The Township Board of Georgetown Charter Township reserves the right to accept or reject all or any proposals or to waive formalities and award the bid in any manner deemed to be in the best interest of the Township.
- G. The Township will pay the contractor on a monthly basis for services rendered.

II. Submittal Requirements

The response to the request for proposals must be made according to the specifications contained herein. Any major deviation from these specifications may be cause for rejection of the proposal at the Township's discretion. The content and sequence of the proposal must be as follows:

A. Cover Letter

A cover letter shall be provided describing the respondent, including the name and address of the entity submitting the proposal, the date the entity was established and the name, address, and telephone number of the person or persons who will serve as the entity's principal contact person with the Township and be authorized to make representations on behalf of the entity. This letter must bear the signature of the person having proper authority to make the proposal for the entity.

B. Table of Contents

A table of contents shall be provided listing the individual sections of the proposal and their corresponding page numbers.

C. Management Summary

A brief synopsis of the highlights of the proposal should be presented which should not exceed one page in length, which is easily understood, and which summarizes the overall benefits of the proposal to the Township.

D. Key Personnel: Qualifications and Experience

A complete list of key personnel associated with the proposal shall be provided, including on-site management and work staff. For each person included on the list, the following information must be provided:

1. The individual's relationship with the Entity including current job title, employment with the Entity, length of service with the Entity, financial interest in the Entity, and the relationship he/she will have with the proposed cleaning services proposal.
2. The individual's educational background, including all relevant training.
3. The individual's background experience, including the number of years of relevant experience, title, or function while gaining the experience and the approximate dates of the projects cited for relevant experience.
4. No individual is eligible to provide cleaning services to the Township who has been convicted of a felony, or has been convicted of theft within the past five years.

E. Organization: Qualifications, and Experience

A statement of the respondent's qualifications, including a summary of the respondent's experience relative to the management, maintenance, and operation of similar operations, either as a corporation or other entity. **A list of references of former and present employers/clients (identify which are present and which are former), including their names, addresses, phone numbers and length of service provided to each.**

F. Description of Services to be Rendered

Included in these specifications and attached contract are minimum requirements for cleaning the building. Each respondent shall provide the Township, as part of their proposal, with a written description of all cleaning services that will be provided as part of the bid proposal price. This list shall be an easy to read list including the minimum specifications indicated in this document as well as any other services and frequency of said services that will be provided by the contractor. Each list shall be divided into specific areas of each building.

G. Management Approach

Written explanation shall be provided as to the approach the respondent intends to pursue in order to:

1. hire and retain qualified staff members,
2. ensure the building is cleaned and maintained in a manner acceptable to the Township,
3. provide the Township with a means of communicating questions and concerns,
4. resolve problems associated with contractor's staff and services.

H. Equipment

List the description, model numbers and electrical requirements of equipment to be utilized by the respondent.

I. Additional Information

1. Respondents must also include the following materials in the submission:

- a. The contact person, including telephone number(s), mailing address and e-mail address. Phone numbers must include daytime and after hours/emergency contacts.
- b. The hours during which the respondent's staff will be cleaning each building are subject to Township approval and must occur daily Monday through Friday for the Township Office.

Authorized times for the Township Office are as follows:

- After 5:00 p.m. Monday through Friday and before 8:00 a.m. Monday through Friday.
 - Due to night meetings that are regularly scheduled for the meeting room, no cleaning is to be conducted in the Township Office from 7:00 p.m. to 9:00 p.m. on Monday and Wednesday, or other dates and times as may be scheduled for meetings. The additional meeting dates and times will be provided as they are scheduled.
 - Due to elections that are occasionally scheduled for the whole building, no cleaning is to be conducted in the Township Office during the conduct of the election and shall be conducted after the election is completed (dates to be provided).
 - Cleaning after the end of Friday's work day may occur anytime during the authorized times prior to 8:00 a.m. on Monday.
- c. The number of staff assigned to clean the building as well as the total hours each person will be cleaning per day in the building,
 - d. The number of supervisors responsible for the building and the hours they will be in the building per day,

BID PROPOSAL FORM

State bid price for cleaning the Georgetown Township building in conformance with the specifications contained herein:

<u>Building</u>	<u>Monthly Rate</u> First Year (1-1-13 to 12-31-13)	% Increase Year 2 and Monthly Rate (1-1-14 to 12-31-14)	% Increase Year 3 and Monthly Rate (1-1-15 to 12-31-15)
Township Office Building	\$ _____	<u> % increase </u> <u>\$ Monthly rate</u>	<u> % increase </u> <u>\$ Monthly rate</u>

TERMS _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AUTHORIZED BY (PLEASE PRINT) _____

AUTHORIZED SIGNATURE _____

PHONE _____ FAX _____ CELL # _____

E-MAIL _____ DATE _____

All proposals are to be in sealed envelopes and plainly marked "**PROPOSAL FOR CLEANING.**" The Township Board of the Charter Township of Georgetown reserves the right to accept or reject all or any bids or to waive formalities, and to award the bid in any manner deemed to be in the best interest of the Township.

BID DUE: 10:30 A.M., Friday, November 9, 2012
Georgetown Township Clerk's Office
1515 Baldwin Street
P.O. Box 769
Jenison, Michigan 49429-0769